

## REGIONAL NAF PERSONNEL OFFICE

### MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

## VACANCY ANNOUNCEMENT

12/23/03

Does not confer to Civil Service Status

POSITION: **Supervisory Recreation Specialist (RIC)**

ANNOUNCEMENT# **SP 104-03**

NF-0188-03

Salary: Negotiable

LOCATION: MWR Dept., Recreation Div/ NSA  
Norfolk, VA 23511

CLOSING DATE: Open Until Filled

**AREA OF CONSIDERATION: Open**

(1) Position, Full-time

**NOTE:** No relocation costs will be paid

Direct Deposit of salary is a condition of employment

**DUTIES:** Responsible for the operation of the assigned Internet/Recreation center, and Single Sailor recreation programs which may include Liberty programs, theater, food and beverage services, etc. Develops and administers a variety of programs servicing the needs of a diverse customer base, and ensures services and programs support target patron areas. Overseas programs, tournaments, special events and evaluates and develops goals and objectives, and recommends changes to current programs or establishment of new ones. Ensures that services, programs and facilities are efficiently scheduled, properly staffed and meet the needs of the serviced population. Keeps chain of command properly advised at all times. Provides input into preparation of annual NAF and APF budgets. Ensures all funds are properly utilized in accordance with established regulations/guidelines. Ensures any government credit card is appropriate and that all record keeping is within command mandates. Prepares and submits purchase orders, vouchers, work orders and contracts. Establishes and maintains internal controls over all property, equipment and supplies of the assigned facility. Ensures all equipment, services and furniture are properly maintained, repairs and/or replaced as needed and continually inspects facilities. Ensures all trouble calls are made promptly, repairs or maintenance is performed, and timely follow-up is accomplished. Maintains records and files in both print and electronic formats. Responsible for all aspects of management correspondence and generates reports as required by the command and/or higher authority. Maintains an up-to-date library of reference and resource materials. Disposes of files, records and directives that are obsolete, outdated or superseded. Develops and maintains program-related database. Performs other related duties as assigned.

**QUALIFICATIONS:** A Bachelors Degree in Recreation, Leisure Studies, or closely related field is preferred but may be substituted by an equivalent combination of education, training, and related work experience which must include a minimum of three years documented experience in recreation programming and facility management which includes budgeting, purchasing and internal controls in positions of increasing responsibility. Must have one year documented supervisory experience. Must possess a general knowledge of the operation of the facilities associated programs. Which may include but is not limited to: Internet Centers, Single Sailor/Liberty programming, food & beverage service, and Information, Tickets and Tours. Must possess demonstrated competency in common computer applications such as word processing, spreadsheets and Internet functions, Microsoft Office Word, Excel, and PowerPoint strongly preferred. Must possess excellent written and verbal communications, and have the ability to create professional reports and presentations. **Special Requirements:** Must possess and maintain a valid state drivers license, as travel is required. Must obtain and maintain CPR and First Aid certifications within 90 days of employment. Employment is conditional on the successful completion of a National Agency Check or equivalent background check(s) upon selection and then periodically thereafter. This position is designated ALPHA personnel for inclement weather or in the interest of national security and will be required to report to work when other employees are excused. Work is subject to and irregular tour of duty, including evenings, weekends and holidays.

**-FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road., Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

**-NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

**-EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

**-MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

**- VETERAN:** Attach copy of DD214

**-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

**-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

**-Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

*"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."*

Web Site: [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

JOBS Line: 440-JOBS (5627)